

Southeastern Virginia Training Center LHRC Meeting  
October 15, 2014

**Committee Members Present:**

Mark Douglass, Chair  
Kim Hill  
Dr. Louise Marade

**Members Absent:**

**Guests:**

Stewart Prost, Advocate  
Luan Thomas, Support

**Affiliates Present:**

Earl Francis, Jacqueline Francis, RIZE  
Kim Lindblad, SYS of VA, Inc  
Angelina Warren of Virginia Health Partners  
Catherine Mahone of Marie LLC  
Donyell Stringfield of Our House is Your House

**Affiliates Absent:**

In Caring Hands  
Lighthouse/Life Changers  
Terry's Place  
United Innovation Inc

**1. Call to Order**

Chairperson Mark Douglass called the meeting to order.

**2. Approval of the agenda**

There was a motion to approve the agenda. It was seconded and all voted in support of the motion.

**3. Approval of the minutes**

A motion was made to approve the minutes of the past meeting. It was seconded and all voted in support of the motion.

**4. Public Comments**

There were no public comments.

**5. Advocates Report**

Mr. Prost began by reminding everyone that this committee has two vacancies and filling those vacancies is everyone's responsibility and everyone should be actively recruiting to fill those positions. There is currently consumer and a general position open. If you know of someone who might be interested in being a committee member please ask them to complete an application and submit that application to Luan Thomas or Stewart Prost. Applications can be found on the website or by contacting Mr. Prost.

He reminded the community providers that quarterly reports are due two weeks prior to the meeting date. Anyone not in compliance may receive citation. Please ensure that you are using the correct form. The form posted on the State website is incorrect. You may get the correct form from Mr. Prost or Ms. Thomas. He reminded the providers that the report must be mailed to the committee members and to him. The department feels that email is unsecure and therefore any client identification must be sent via US Postal service to ensure security. A question was asked about why a company who wouldn't have confidential information because they are not licensed yet must use secure methods to send a report that indicates they have no clients. This is an added expense for companies who don't have income. There was no other explanation offered.

Mr. Prost also described the steps necessary for adding an additional service to the original plan. A new plan and policy must be developed for the new service, as it was for the original service. That new plan will be submitted to Deb Lockhart at the Richmond office of Human Rights, who replaced Margaret Walsh. If everything is in order a letter stating that you are in compliance will be sent to the company. You must then contact Mr. Prost and send a letter to request affiliation with this LHRC. Mr. Prost and the committee members will be sent the program description, a copy of the letter from Ms. Lockhart and a copy of the policy and program rules two weeks in advance of the meeting you wish to attend.

If you are simply adding a location of the same type of service you may send a letter to Reginald Daye describing the new location, the contact person for the new location along with contact information. The current policy and program rules will be extended to the new locations.

#### **6. New business**

Mr. Douglass introduced and welcomed the newest committee member; Dr. Louise Marade to the providers.

#### **7. Affiliate Reports**

Each provider reviewed their quarterly report. A summary of the reports is attached to the minutes.

#### **8. Next meeting date**

The next meeting will be held on November 19. This meeting is attended only by SEVTC unless a provider request to be added to the agenda.

#### **9. Executive Session**

The committee did not go into executive session.

#### **10. Adjournment**

The meeting was adjourned.

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Mark Douglass, Chairperson

## SEVTC LHRC Provider Quarterly Report Summary of Human Rights Activities

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